

Direct Care Staff: _____

Date of Hire: _____

Emergency Management and Business Continuity Plan (Part I. B.) (Annually)

Background Screening (Part II. E. 4.) (Annually)

Crisis Nursery, Crisis Shelter, Adoption Respite Staff Training Requirements and Documentation (Part II. F.)

(1) The Contractor shall ensure compliance with the following training requirements and timeframes:

Within the **first week** of providing services and **annually** thereafter:

- (a) Orientation to the requirements of this Contract
- (b) The DHS provider code of conduct
- (c) Recognizing child abuse, neglect, and dependency indicators, Utah's child abuse mandatory reporting law (Utah Code §62A-4a- 403), and the Contractor's written policy and procedure for immediately reporting all suspected cases of child abuse, neglect, or dependency
- (d) Behavior management, child development, and ways to manage children with challenging behavior
- (e) Abuse and harassment prevention to ensure children are not abusing or harassing one another
- (f) Medical emergencies
- (g) Sensitivity training, preventing secondary trauma, and incorporating a trauma-informed approach in daily activities

(2) Within the **first 90 days** of providing services (a minimum of 4 hours and annually thereafter):

- (a) The maintenance of First-Aid and CPR certification
- (b) Administering the ARCH (*Access to Respite Care and Help*) Evaluating and Reporting Outcomes tool and the importance of the survey
- (c) Promotion of parent leadership
- (d) Introductory course to the Protective Factors
- (e) Any other areas that could impact their role in providing quality care (such as: health, how/when to check for head lice, cultural competence, maternal depression, recognizing and helping parents who are experiencing trauma, and referring parents to pertinent community resources)

b. Food Handler Permit (if applicable)

c. Staff and/or subcontractors who shall provide facility based direct care services: How to host family events

Adoption Respite Additional Training Requirements (Part II. Section IV. B. & C.)

1. The Contractor's staff providing the direct adoption respite care services shall be a person over the age of 21 with a minimum of 6 months professional experience working with children who exhibit challenging behaviors and/or special needs.
 1. Trauma associated with abuse, neglect, grief, loss and other adoption issues that affect children
 2. Difficult behaviors, such as aggressiveness or sexual reactivity often seen in children adopted from public child welfare system who have experienced trauma associated with abuse, neglect, grief, loss, and adopted issues.
 3. The skills and knowledge needed to work with parents of adopted children to accommodate respite care needs.

Assessments for all training (Part II. Section I. F.)

2. The Contractor shall develop and implement a method to assess and measure the understanding of the information and materials presented in each training session. The following are examples of types of measurements that may be used:

- a. Testing and scoring, and
- b. Written summary of training content prepared by the trainee.

3. Training documentation:

The Contractor shall maintain documentation on training in each individual's personnel file. Documentation for all training shall include:

- a. Title and brief description of course content;
- b. Date training completed;
- c. Duration of training course;
- d. Instructor name and qualifications that relate to the subject matter;
- e. Signature of the person receiving the training, which shall include either a handwritten signature or an electronic signature, if training is completed electronically;
- f. Documentation of each individual's competency in the training; and
- g. A copy of the certificate received from the training (where applicable).

Revised 6/23/2015